



Astro Camp® Registration Policy and Procedure

Registration Policy

The Astro Camp® staff strive to make the registration process fair, equitable and open to all eligible campers. To this end, the following registration policy has been established:

- 1) **Astro Camp® Registration** - Camp slots are filled via registration on a first come, first serve basis. There will be multiple opportunities for programs for rising 2nd to 4th grade students and rising 5th to 7th grade students. The Stars program for rising 8th - 10th graders will be held for one week, only.
- 2) **Communications** - The <http://education.ssc.nasa.gov> is the primary portal for communications. Mailings and press releases, if they occur, may be sent as a courtesy only, and should not be counted on for notification of summer sessions.
- 3) **Registration Procedure:**
 - a) Download registration forms at <http://education.ssc.nasa.gov/astrocamp/registration.pdf>.
 - b) Registrants should print and complete the registration forms and mail with a check for \$140 for the camp.
 - c) The registration packet must be mailed; no hand deliveries will be accepted.
 - d) Camper's name will be placed on the Astro Camp® register only after receipt of payment and forms. Parents are encouraged to mail them in immediately in order to secure a spot in the camp.
 - e) Only one camper is allowed per *registration* form.
 - f) Registrations will be processed in the order in which they are received.
 - g) Confirmations will be sent via email, fax or mail as requested.
 - h) Parents should call 1-800-237-1821 (Option 4) to discuss any dietary restrictions or other concerns regarding the camper *prior to the week of camp*.
 - i) Checks must be made payable to **Nvision Solutions, Inc.** and include the child's name, age, and week of camp in the memo.

NASA Stennis Space Center
Office of Education
Attn: Nvision Solutions, Inc. /ASTRO CAMP
Roy S. Estess Bldg. Room 108
Stennis Space Center, MS 39529-6000

- 5) **Confirmations** - Registration is confirmed upon parent's receipt of a digital, faxed or mailed confirmation letter.

- 6) **Order of Registration** - Registration for each session continues until every slot is filled. Registrations are processed in the order they are received, and Astro Camp® staff will not hold or reserve slots for anyone who has not registered and made payment.
- 7) **Waiting List** - Children may be placed on a waiting list for a particular session by calling 1-800-237-1821 and selecting Option 4. When a slot becomes available due to a cancellation, the space will be filled from the waiting list in the order that names were submitted.
- 8) **Cancellations** - If a registered child is unable to attend an Astro Camp® session, parents should notify the Astro Camp® staff, immediately, by calling 1-800-237-1821 (Option 4).
- 9) **Refunds** - If cancellations are made three weeks prior to Camp (by Sunday, 11:59 p.m. three weeks prior) 100% of the payment will be refunded, two weeks prior will receive a 75% refund, and one week prior will receive a 50% refund. If a slot is open, the child may be rescheduled to a different week at no additional cost. If the parent can find an age appropriate replacement for their child for the same time slot and age, a 100% refund will be given upon receipt of the replacement child's camp payment.

Your child can look forward to a fun and informative summer at Astro Camp 2016 – Journey from Mars to Earth: Full STEAM Ahead!